tenant name

tenant address

Date:

Dear Sir/Madam

|  |
| --- |
| **Property: premises address**  **NOTICE SEEKING POSSESSION OF THE ABOVE PROPERTY** |

We act on behalf of your Landlord/We as your Landlord are seeking possession of the above property and enclose by way of service upon you a notice under section 21 of the Housing Act 1988.

**Please note that the notice provides that you need to leave and give vacant possession of the Property by date**

We also enclose with this letter copies of the following documents: -

* Gas Safety Certificate for the Property;
* EPC information; and
* The Government How to Rent Guide.

Should you fail to leave the Property by repeat date then we shall have to option other than to issue possession proceedings in the…………….County Court, the costs of which will be sought from you.

You may wish to take advice in relation to this letter and enclosed notice. There are details below of some free advice services.

[A copy of this letter has been sent to your guarantor.]

Yours faithfully

Advice:

National Debtline www.nationaldebtline.co.uk Freephone Tel 0808 808 4000 Payplan www.payplan.com Freephone Tel 0800 280 2816

StepChange Debt Charity www.stepchange.org Freephone Tel 0800 138 1111 Tax and Benefits Help online www.gov.uk

Citizens Advice online www.adviceguide.org.uk or check local Yellow Pages or Thompson local directory for address and telephone number Community Legal Advice [www.communitylegaladvice.org.uk](http://www.communitylegaladvice.org.uk) Government Advice https://www.gov.uk/repossession/get-advice

Shelter www.shelter.org.uk Tel 0808 800 4444